

Kittitas County Water District #7
Sunlight Waters

NEW CUSTOMER INFORMATION

A \$200.00 New Account Fee will be assessed to each new property owner. This fee may be paid at the time of closing. Otherwise, the new owner will be billed directly by the water district. This applies only to property with a current water service account. (For property without current water service, see NEW SERVICE CONNECTION INFORMATION.)

A base charge of \$66.00 (plus tax) per month is assessed to each account. This base rate allows Kittitas County Water District #7 to perform duties and maintain requirements to meet all Washington State Department of Health standards and provide safe drinking water to its customers.

Current billing rate (this rate is subject to change periodically):

Base rate: \$65.00 + 1.00 (flat) = \$66.00	
0-5,000 gallons	\$1.00 flat
5,001-10,000 gallons	\$4.50 per 1,000 gallons
10,001-20,000 gallons	\$7.50 per 1,000 gallons
20,001-30,000 gallons	\$12.00 per 1,000 gallons
30,001-50,000 gallons	\$18.00 per 1,000 gallons

Washington State excise (sales) tax will be added to all water service bills.

Bills are generated on the 23rd day of each month succeeding the month of service. (For example, the bill for service for the month of January is generated on February 23.) Payment is due 21 days after the bill is generated. The due date is indicated on each bill.

Water service bills are sent to the property owners. The responsibility of payment of water service bills is that of the property owners (irrespective of whether the payment is made by the owners, renters, or others).

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Water service payments may be made in one of the following ways:

1. Mailed to the official Kittitas County Water District #7 address (there is no water district office), in the form of a check or money order (cash is never to be sent in the mail).

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P.O. Box 161
Thorp, WA 98946

2. Paid in person to the clerk (in the form of check, money order, or cash) OR at the monthly meetings of the Kittitas County Water District #7 commissioners. Kittitas County Water District #7 commissioners, the water operator, and all other district employees are not permitted to accept water service payments (except for the clerk at the commissioners' monthly meetings).
 - a. If a water service payment is made in cash, Kittitas County Water District #7 will purchase a money order with the cash. The money order will be deposited with the Kittitas County Treasurer Office and a \$15.00 fee will be assessed to the customer's water service account to cover the cost of the money order and processing.
3. Water District Drop Box, which is located at the east end of the community mailboxes. Please put your check in an envelope labelled with the address of the property that the payment is to be applied to.

A bill is paid when it has been picked up from the post office or drop box and processed by the clerk or is delivered to the clerk at a monthly meeting of the Kittitas County Water District #7 commissioners. **The bill is not considered to be paid at the time the customer mails the payment.**

Mail is picked up from the district's post office box and drop box multiple times per week, and on due dates and deadlines.

A late charge of \$25.00 will be added to any bill paid after the due date specified on the monthly water service bill. Any account on which the customer has not paid the account balance due within the last 60 days and owes a minimum of two months bills shall receive a shut-off notice containing a specific due date. The payment must be received in the district's post office box or drop box by 5:00 pm Pacific Time on the specified due date. The clerk will remove and process all payments received on that date. After this deadline, payments are considered

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late and will be assessed a \$200.00 lock-off fee, regardless of whether the meter has been locked off or not. The customer will need to pay all outstanding charges and the \$200.00 lock-off fee to have water service restored.

All accounts missing the lock-off deadline are considered locked off and subject to the lock-off fee, regardless of whether they have been locked or not. Customers will continue to receive monthly bills, even if the meter is shut off. Upon receipt of a shut-off notice, arrangements for a payment schedule may be made ahead of the shut-off date. The payment schedule must be submitted to and approved by the clerk, and a copy given to the customer before the shut-off date.

If the customer fails to meet the conditions of the payment agreement, or misses a payment date specified in the agreement, the meter will be locked off without further notice and the \$200.00 lock-off fee will be assessed.

If a delinquent bill amount reaches \$600.00, a lien will be placed on the property, the meter will be removed, and all water service to the property will be discontinued permanently.

To have the lien removed, the property owner is required to pay the amount of the delinquent balance, plus all lien related fees (placing and removal). Lien payoff does not re-establish water service. The property is without a water connection (as if it never had a connection).

At the property owner's request, pending water availability, they will be required to fill out any forms and pay any fees and deposits required for a new water service connection.

Any customer who voluntarily chooses to have their water service discontinued (and their meter removed) from their property must:

- Pay all fees and balances owed to Kittitas County Water District #7.
- Submit a completed APPLICATION TO DISCONNECT WATER SERVICE to Kittitas County Water District #7, which may be requested by contacting the clerk. [CONTACT INFORMATION](#)

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If the customer who has had their meter removed wishes to resume water service in the future, a Water Service Meter Installation Agreement must be signed and a Water Service Connection fee (in the amount that is current at the time of submission of the Water Service Meter Installation Agreement) must be paid, along with an application for water service, and the current amount of a deposit for the costs of the meter installation (or re-installation). *****Kittitas County Water District #7 does not guarantee future water availability once an account has been terminated.***** The service connection serves only the property identified in the application. If the customer chooses to disconnect from the system and close the account, the service connection returns to Kittitas County Water District #7 as an available connection.

Billing for customers requesting service where there is none, who have submitted a Water Service Connection Application Form for water service, will begin when the commissioners have approved the application, and the water service connection fee and installation deposit have been paid, regardless of whether the meter has been installed.

Kittitas County Water District #7 is responsible for servicing and maintaining water system lines. Water pipes and plumbing on the customer's side of the meter is the customer's responsibility. An easement of five feet on either side of all water mains must remain clear of structures, plantings, and any other impediments to access. If you have questions or wish to have water district lines made clear please contact the Water District before placing sheds, other structures, or landscaping on the lot.

Kittitas County Water District #7's policy is that it is the responsibility of property owners to notify the water district upon selling their property located within the district. Property owners who fail to notify Kittitas County Water District #7 of property sale will be liable for any water service charges until the water district has been notified.

The commissioners of Kittitas County Water District #7 hold monthly public meetings at 6:00 p.m., on the second Tuesday of each month. These meetings are held in the Sunlight Waters Clubhouse, and all are welcome to attend.

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For district questions (other than billing), please contact a commissioner:

Letha Ihrke, 509-304-5465 or li.kcwd7@gmail.com

Vince Konkler, 253-569-5431 or vk.kcwd7@gmail.com

Mike Josenhans, mj.kcwd7@gmail.com

For billing questions, please leave a message:

509-304-6133 (voicemail) or kcwater7@gmail.com

To report a leak, or other water emergencies:

Jerry Ihrke, 509-554-0240

The mailing address for the district is:

Kittitas County Water District #7

P.O. Box 161

Thorp, WA 98946

ADDITIONAL FEES/CHARGES

- Checks returned for insufficient funds (including stop payments): \$25.00 per occurrence, plus any additional fees charged by Kittitas County and its bank.
- Kittitas County Water District #7 locks removed by anyone other than Kittitas County Water District #7 personnel: \$500.00 per occurrence. The cost of any repairs for damage caused by unauthorized tampering inside of the meter box will be charged to the customer's account.
- Any obstructions or dangerous conditions under the control of the property owner that prevent the meter reader from reading a water meter: \$200.00 per occurrence.
- \$30.00 will be assessed if Kittitas County Water District #7 sends a customer a certified letter informing them of disconnection from the system for non-payment.

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